

Declaration of consent for the storage, transfer and use of your data

Dear Sir or Madam,

We thank you for the interest shown in our company. We kindly request you to confirm that you consent to the transfer of your data regarding vacant positions of Elfin Engineering & Solution's customers.

The protection of your data is very important to us. Therefore, we have listed the details relating to the security of your data, in terms of storage, transfer and use, in the following text. After all, we only utilize your application documents as it is required, e.g., for reviewing and for the filling of a position. Within our company only those entitled and trained have access to your data in order to fulfil our contractual and legal obligations. Our service providers and auxiliary persons may also receive data for these purposes.

1. Description and scope of the processing of information

a. Data storage in company-owned database

Your personal data (first name, surname, title, vocational training) together with the information contained in your e-mail attachments (e.g. application letter, CV, certificates) will be entered into an in-house system and are available to the responsible persons within the company in order to ensure a qualified and efficient selection of applicants.

In order to ensure a uniform presentation of your application documents we partially edit your data in order to present the information in a defined format. This could be, for example, in the form of a reversed sequence in the CV, a translation of certificates in a foreign language or formatting of text into the font used at Elfin Engineering & Solutions, etc.

b. Data transfer (as needed)

In case of specific requests from companies that have business relations with us, we will also transfer the personal data submitted by you to authorized employees of such companies that oversee filling the relevant positions. It goes without saying that we will discuss the position in question with you beforehand as well as the reason why we would like to offer you to the company.

A company having business relations with us may assign processing of all applications involved to a third party acting as interface taking care of any human resources activities. In this case these companies will transfer the data to such third-party companies within the scope requested for the same reason.

In case customers have a foreign parent company it is possible that data is stored overseas, since, in rare cases, the customers reserve the right to transfer the data to a company-owned database in the respective foreign country for central storage.

2. Legal basis for the processing of personal information

We process above mentioned personal information in accordance with the provisions of EU General Data Protection Regulation (GDPR) and the German Data Protection Act (Bundesdatenschutzgesetz (BDSG)):

- a. for compliance with contractual obligations (Art. 6 Abs. 1 b DSGVO)
- b. within the scope of justified interests (Art. 6 Abs. 1 f DSGVO)
- c. on your explicit consent (Art. 6 Abs. 1 a DSGVO)
- d. as a result of legal regulations (Art. 6 Abs. 1 c DSGVO)

3. Purpose of the processing of information

Amongst others, we process the above-mentioned personal information for following purposes:

- a. for the timely and accurate merger of you and the company or the company's contracted third parties, who is interested to fill the vacancy, which we are proposing.
- b. the creation of consolidated customer reports (by the customer or the customer's contracted third parties).
- c. to provide and mediate in the context of operating our contracts with our customers or to carry out pre-contractual actions that are carried out at your request.
- d. for consulting and exchanging data with third parties (e.g., business partners or third parties contracted by them).
- e. for measures of business control and further development of services and products
- f. for the prevention and clarification of criminal offenses. These measures also serve your protection.

4. Deletion of information and duration of storage

Your data will be deleted as soon as the purpose of its collection is no longer required.

Beyond that, data storage can take place, if:

- a. European or national laws, the controller is required to comply with, are applicable
- b. You have provided us with your explicit consent.

5. Opportunity for objection and removal

You can, of course, revoke your consent towards us at any time to take effect immediately.

You are entitled to get access, change or complete your personal data (if applicable) which have been stored by a customer or by a third party commissioned by the customer in case these are no longer correct or valid.

Please send us an email with your request in this regard to info@elfin-solutions.de

6. Consent

During collection, transfer and forwarding of this information we attach great importance to the fact that the data protection interests of applicants are ensured by means of a sufficient company and group-wide data protection standard, applicable data protection regulations are adhered to and the required organizational and technical protection measures have been taken in order to prevent the risk of unauthorized use of the data.

For further general information relating to the topic of data protection please visit our Elfin Engineering & Solution's privacy policy at <https://www.elfin-solutions.de/privacy-policy>